

# Ten Time Management Strategies\*

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1. Establish goals and priorities (must, should, could).
  2. Keep track of how you spend time.
  3. Establish daily tasks.
  4. Develop a schedule that works for you and stick with it.
  5. Focus on the task in front of you.
  6. Plan for and give yourself enough time for activities and tasks.
  7. Plan for crisis.
  8. Eliminate time wasters.
  9. Have a plan for interruptions.
  10. Tackle difficult and undesirable activities when energetic.
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\*From Manning, Curtis & McMillen (1999). Stress Living and Working in a Changing World.